

**BUILDINGS & GROUNDS COMMITTEE MINUTES**  
**Committee Room #1, Second Floor, Oneida County Courthouse**  
**Monday, January 29<sup>th</sup>, 2018 9:30 a.m.**

**COMMITTEE MEMBERS PRESENT:** Billy Fried/Chairman, Lance Krolczyk, Greg Oettinger and Bob Metropulos

**COMMITTEE MEMBERS ABSENT:** Scott Holewinski (Excused)

**ALSO PRESENT:** LuAnn Brunette (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Kevin Boneske (Rhinelander Star Journal)

**CALL TO ORDER**

Chairman Fried called the Buildings & Grounds Committee to order at 9:30 a.m. in Committee Room #1 of the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Oettinger to approve the agenda. Second by Metropulos. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

The minutes from the December 18<sup>th</sup>, 2017 meeting were passed around for the committee members to review. Motion by Fried to approve the December 18<sup>th</sup>, 2017 minutes. Second by Oettinger. All members present voting 'Aye'. Motion carried.

**BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS**

Brunette presented information for the Committee's review. Motion by Fried to approve the bills and blanket purchase orders as presented. Second by Oettinger. All members present voting 'Aye'. Motion carried. Brunette explained the line item transfer of \$694.96 from the Machinery & Equipment Repair account to purchase four chairs for dispatch at the LEC for the completion of the ergonomic assessment.

**YEAR 2018 BLANKET PURCHASE ORDERS**

Brunette presents overview on the 2018 Blanket Purchase Orders and passed handout for review from committee member's review and signatures. Brunette went into detail and reviewed all items listed over \$10,000 per the committee's request. Motion by Fried to approve Year 2018 Blanket purchase orders. Second by Krolczyk. All members present voted 'Aye'. Motion carried.

**COURTHOUSE PROXIMITY CARD READER SYSTEM**

Brunette presented background information on the failure of the Courthouse proximity card reader system and back-up system. Brunette explained all the data regarding the doors, access points, cards and staff names has been restored to the system, and both hardware and software issues have been addressed. Cards should provide access as they did before the failure. The contractors were onsite the week of January 22<sup>nd</sup>, 2018 and did a walkthrough and fixed all the errors on the doors. It was discovered that there is still one door that is not working properly with the card reader system. Brief discussion held on whether the system needed to be updated totally and whether the current vendor is the best option considering the recent issues. The current system is 6 years old. The committee requested Brunette to follow up with the original vendor and find out what guarantees they can offer if we were to upgrade the system with them.

**UPDATE/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES**

**a) Law Enforcement Center hot water heaters:**

- Brunette presents overview of hot water heater replacement progress. There will be two heaters installed on 01/29/18 and then after those are in and working the remaining two will be installed.

**b) Clarification on elevator/single point entry study:**

Brunette presented an overview on the courthouse security and elevator/single point entry study. A resolution passed last June by the County Board called for improving courthouse security with the committee reviewing the matter. Brunette stated \$9,000 has been budgeted for a study as to where to put a single point of entry and how a new or repaired elevator would fit into limiting courthouse access to one entrance. A quote from Venture Architects was about \$10,000 to have a study done that would indicate where the single point of entry should be located and also review elevator location. Brunette said the company has done work on the courthouse before and is familiar with the historical aspects of the building.

Brunette noted \$150,000 has been designated for a capital improvement project to repair or replace the elevator at the courthouse but stated it is best to not do anything related to the elevator until after a study would be done related to courthouse security.

Committee members agreed to have Venture Architects appear before them before providing the company direction for conducting a courthouse security study, which could include options for a single point of entry and possibly a new elevator or evaluating the cost associated with the existing elevator.

**c) Project list and projection timeline:**

- Brunette reviewed current projects listed on handout provided to Committee for review. Brief discussion held.

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

None

**ITEMS FOR NEXT AGENDA**

- Update on project list and timelines
- Update on card reader system
- Venture Architects to come to the next meeting

**CLOSED SESSION**

Motion by Metropulos, second by Krolczyk to adjourn into closed session pursuant to section 19.85(1)(c), Wisconsin stats., "considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility" (topic: facilities director performance evaluation and compensation)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:29 a.m.

**RETURN TO OPEN SESSION**

Motion by Krolczyk to return to open session at 10:55 AM. Second by Metropoulos. Roll call vote: All 'aye'; motion passed.

**ANNOUNCEMENTS FROM CLOSED SESSION, IF ANY**

No announcements from closed session.


**FUTURE MEETING DATES**

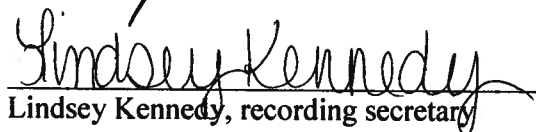
February 19<sup>th</sup>, 2018 at 9:30 am

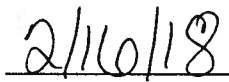
**ADJOURNMENT**

Motion by Metropoulos to adjourn meeting. Second by Krolczyk. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:58 a.m.

  
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Billy Fried, Chairman

  
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Date

  
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Lindsey Kennedy, recording secretary

  
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Date